

MOVE IN/OUT FORM

Approve Schedule : Monday to Saturday (9am to 5pm), Sunday & Public Holidays are PROHIBITED.

Name : _____ Application Date : _____
 Unit No. : _____ Contact No. : _____
 Moving Date : _____ to _____ Move by : Owner / Tenant

Mover Details

Company Name : _____ Vehicle No. : _____
 Mover Name : 1) _____ Contact No. (1) : _____
 2) _____ Contact No. (2) : _____

Deposit Payment : Lorry less than 3 tons - RM100.00
 Lorry above 3 tons - RM500.00
 Cash E-Bank Cheque (Cheque No. _____)
 Refund Deposit : Unit Account Bank Account Collect by hand
 Bank Name : _____
 Account Number : _____

**Remark - Please provide your bank account number for refund the deposit to you.*

TERMS & CONDITIONS

- a) Compliance of House Rules and Regulation ("HRR").
- b) For any debris & rubbish not cleared/disposal at non-designate place and finding of damages caused during that period, the Management will revoke the deposit.
- c) Management reserved the rights to forfeit the deposit for any damages of common property and non-compliance of HRR. To compensate the management if the deposit is insufficient.
- d) The mover and his employees will observe the regulations attached herewith, failing which the Management may exercise their discretion to disallow them to continue with the moving works and/or prohibit them from entering the premis.
- e) The deposit is refundable upon inspection by the Management. *The deposit will transfer automatically to unit account if the owner/tenant did not collect the deposit within 1 month from the application date.*

I/We declare that all information's provided are correct. I/We agreed the management reserve the rights, to act or initiate whatsoever necessary actions deem appropriate againts any violation of HRR.

Signature _____
 Name :

For Management Office Use Only
 Verified by (Name & Sign):

 Date : _____
 Time : _____

Terms & Conditions

- 1) House moving should be carried out during the following hours only:
 - i) Monday to Saturday : 9.00 am to 5.00 pm
 - ii) Sunday & Public Holidays : No moving in/out unless prior approval is obtained.
- 2) Residents are required to submit the application form to the management at least THREE (3) working day in advance for house moving.
- 3) House moving must be reported at the security checkpoint prior to any delivery, failing which, the Management reserves the right to refuse entry.
- 4) All contractors and their workmen must report at the security checkpoint to obtain identification cards which must be worn at all times.
- 5) Packing and crating materials must be disposed of and removed from the estate by the Resident and/or his contractor(s) on the same day that they are brought in.
- 6) The Resident and his contractors are not allowed to tap water/electricity supply from the common areas.
- 7) The Resident shall be responsible for the conduct and behavior of his/her appointed contractors while they are in the estate.
- 8) No container or mover's vehicle is allowed to park overnight in the estate without prior approval.
- 9) The Resident shall ensure that no damage is caused to any part of the Common Property during such deliveries or house moving.
- 10) All debris must be transported out of the estate on a daily basis. No unwanted materials, debris, etc. Should be left in the common areas.
- 11) The Resident shall be responsible for any damage to the Common Property caused by the contractors.
- 12) Failure to comply with the above will result in the Management rectifying the said damages/removal of debris and the cost incurred shall be billed back to the said resident/parcel owner.